

# Background Check System (BCS)

Go-live June 26, 2018

# Definitions in BCS

- ***Entity*** – *The APS office submitting a background check.*
- ***Applicant*** – *An individual who is the subject of an APS investigation.*

*OR*

*A potential APS employee completing a background check authorization form (BAF).*

**On June 26, 2018**

**BCS will replace the old BCCU system used to  
run background checks**

# Access to BCS

- Late June 25 and early June 26, users will be invited via email to activate their BCS User profiles.
- The email will include instructions for accessing BCS along with a registration key.
- Additional instructions will be sent for adding other users
  - Note at the time of Go live, BCCU will have to add any DSHS.wa.gov email address users. There is a known defect that popped up that the team will address shortly after go-live.

# Entity Process

(Individual Under Investigation)

## Welcome



## Background Check System

As the Department of Social and Health Services, a single mission ties us together: *to transform lives*.

The Background Check Central Unit (BCCU) contributes to this mission by **partnering with you to apply** transformative employment practices through strategic policies, creative business methods, and innovative technologies **to process over 330,000 background checks annually**.

The new online Background Check System (BCS) is for authorized entities, such as Department programs and authorized service providers, to complete background checks for those who serve vulnerable adults, juveniles, and children.

Thank you for supporting our mission to transform the lives of our state's most vulnerable.

### WARNING

This is a government computer system and is the property of the Washington Department of Social and Health Services. It is for authorized use only.

Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to the authorized site, Department of Social and Health Services, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign.

By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of the authorized site or Department of Social and Health Services personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties.

Unauthorized access is prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986".

Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may be subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213, 7213A (the Taxpayer Browsing Protection Act), and 7431.

By continuing to use this system, you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

Okay

## User Access Agreement



**BY CLICKING "I AGREE", I UNDERSTAND AND ACCEPT THE FOLLOWING TERMS OF USE FOR ACCESSING THE BACKGROUND CHECK SYSTEM (BCS):**

- BCS is a restricted information system maintained by the Washington State Department of Social and Health Services (DSHS).
- BCS contains confidential and restricted information that I will protect as required by federal and state law.
- I will comply with applicable DSHS confidentiality and security policies.
- Unauthorized use of BCS or any records accessed through BCS is prohibited and may be subject to criminal and/or civil penalties or may result in formal disciplinary action by DSHS, including termination of my employment or contract.
- If I have potential access to national (fingerprint) criminal history records, I have completed Criminal Justice Information System (CJIS) Security Awareness Training.
- The use of criminal history record information obtained through a national (fingerprint) check must comply with the CJIS Security Policy.
- Dissemination or use of national criminal history records for any other purpose is a violation of federal law.
- System usage may be monitored, recorded, and is subject to audit.
- If I have any questions regarding federal, state, or DSHS requirements around system usage, or require access to applicable confidentiality and security policies, I will contact my direct supervisor or program contact.
- Use of this system indicates consent to monitoring and recording of my system usage and indicates I understand and agree to comply with the above terms.

**I Agree**

**Go Back**

## Select an Entity

You can work with background checks for multiple entities. Please select the entity you wish to work with.

### Select entity

40010319: # 1 ! AAA Ascending Adult Family Homes, Adult Family Home, Edmonds

APS

11003698: APS ABERDEEN, Adult Protective Services, ABERDEEN

11003687: APS BELLINGHAM, Adult Protective Services, BELLINGHAM

11003676: APS BREMERTON, Adult Protective Services, BREMERTON

11003678: APS CENTRALIA, Adult Protective Services, CENTRALIA

11004066: APS CLARKSTON, Adult Protective Services, CLARKSTON

11003889: APS E WENATCHEE, Adult Protective Services, EAST WENATCHEE

11003699: APS EVERETT, Adult Protective Services, EVERETT

11003679: APS KELSO, Adult Protective Services, KELSO

11003893: APS MOSES LAKE, Adult Protective Services, MOSES LAKE

11003675: APS MT VERNON, Adult Protective Services, MOUNT VERNON



# APS Home Screen

Background Check System

Search

Reports

Admin Tools

1

Welcome, dshs\elderem

Account: 11003687

Name: APS BELLINGHAM

11003687 APS BELLINGHAM Home Page

Submit a New Background Check

Search Applications

First Name

Applicant First Name

Last Name

Applicant Last Name

Inquiry ID

Inquiry Id

☐ Not Submitted

☐ In Progress

☐ Archived

☒ Finished

☒ Needs Action

☐ Expired

Date Created From

MM/DD/YYYY

Date Created To

MM/DD/YYYY

Search

Reset

^Last Name	↕First Name	↕Inquiry ID	↕Status	↕Date Created	↕Check Type	User Name
<a href="#">Felinus</a>	Puka	4857031	Finished	06/12/2018	NDOB	Beth Elder

1 result

# Submit a New Request

## Background Check System

[Home](#) [Search](#) [Reports](#) [Admin Tools](#)

### Applicant Information Data Entry

Submit a New Background Check

#### Entity Information

Entity Requesting Background Check  
**APS BELLINGHAM**

**Aging & Long-Term Support Administration > Home & Community Services > Adult Protective Services**

Entity Account Number: 11003687  
License: -20050802

**Applicant Type**  
**Type of Background Check**

Adult Protective Services  
Name and Date of Birth

#### Applicant Information

**First** [?](#) *Required*

**Middle** [?](#)

**Last** [?](#) *Required*

**Date of Birth (MM/DD/YYYY)** [?](#) *Required*

**Social Security Number (SSN)** [?](#)

999-99-9999

**Did the applicant list any Alias Names?** *Required*

☐ Yes ☐ No

[Continue](#)

[Go Back](#)

Help tools

**Did the applicant list any Alias Names?** *Required*

☒ Yes ☐ No

**First** [?](#)

**Middle** [?](#)

**Last** [?](#)

[+ New Alias](#)

# View Final Results

^Last Name	↕First Name	↕Inquiry ID	↕Status	↕Date Created	↕Check Type	User Name
<a href="#">Doctor</a>	Tuggles	4857033	Finished	06/12/2018	NDOB	Beth Elder
<a href="#">Doxie Canine</a>	Buddy	4857032	Finished	06/12/2018	NDOB	Beth Elder
<a href="#">Felinus</a>	Puka	4857031	Finished	06/12/2018	NDOB	Beth Elder
3 results						

**Entity Information**  
 Entity Requesting Background Check  
**APS BELLINGHAM**  
 Aging & Long-Term Support Administration > Home & Community Services > Adult Protective Services  
 Entity Account Number: 11003687  
 License: -20050802

**Applicant Information**  

<b>First</b>	Buddy
<b>Last</b>	Doxie Canine
<b>Date of Birth (MM/DD/YYYY)</b>	5/15/1989

**Background Check Information**  

<b>Inquiry ID</b>	4857032
<b>Status</b>	Finished
<b>Applicant Type</b>	Adult Protective Services
<b>Type of Background Check</b>	Name and Date of Birth

**Results**  

NDOB	<a href="#">No Record</a>
------	---------------------------

# Result letter PDF

- Any sources used to determine the final result will be attached on pages 2, 3, etc...



## Notification of Background Check Result

**Completed On:** Tuesday, June 12, 2018  
**Applicant:** Buddy Doxie Canine  
**Date of Birth:** 5/15/1989  
**Inquiry ID/OCA:** 4857032  
**Entity Account #:** 11003687  
**Requesting Entity:** APS BELLINGHAM  
**DSHS Oversight Program:** ALTSA, Home & Community Services  
**Background Check Type:** Washington State Name & Date of Birth Background Check

### Background Check Result

#### No Record

As of the date of the background data search, the applicant has:

#### No background information reported.

This means none of the background check data sources reported criminal or negative action records that disqualify the applicant from having unsupervised access to children or vulnerable adults and there are no background check records for you to review.

It is the requester's responsibility to provide the applicant with a copy of this background check result within 10 days of receipt. If the applicant wishes to dispute or clarify the information reported on this background check result, the applicant may contact the Background Check Central Unit for additional information.

**About This Background Check:** The Background Check Central Unit (BCCU) performed a search of multiple background check data sources. Unless prohibited by law, the criminal history or negative action records reported by a data source are attached. BCCU collects and reports background check information and does not decide which background information is disqualifying and does not determine the character, competence, and suitability of the applicant. It is the requester's responsibility to make the decision to hire, contract, or authorize the applicant based on the requirements of the DSHS oversight program. Instructions for correcting background check records can be obtained on the BCCU website at [www.dshs.wa.gov/bccu](http://www.dshs.wa.gov/bccu). You can contact BCCU at 360-902-0299 or e-mail [bccuinquiry@dshs.wa.gov](mailto:bccuinquiry@dshs.wa.gov).

**Confidentiality Notice:** For authorized personnel only. Intended for use by the requester ONLY. If received in error, do not copy, disclose, or distribute the information and contact the BCCU immediately at the contact number above. This notice and any attachments are protected under State and Federal law.

# Search Functionality

**Search Applications**

**First Name**

**Last Name**

**Inquiry ID**

☐ Not Submitted
 ☐ In Progress
 ☐ Archived

☒ Finished
 ☒ Needs Action
 ☐ Expired

**Date Created From**

**Date Created To**

^Last Name	↕First Name	↕Inquiry ID	↕Status	↕Date Created	↕Check Type	User Name
<a href="#">Felinus</a>	Puka	4857031	Finished	06/12/2018	NDOB	Beth Elder

1 result

- Searching will only look for information that has been saved in BCS starting June 26<sup>th</sup> forward.
- Searching will not return historic information.

# Notes Functionality

\*APS Has mentioned in the past that they won't have their staff use this feature. That is an internal decision and will need to be covered in internal trainings.

**Background Check Notes**

Add Note

**Note 1**  
Testing the Notes Feature - Note 1 Modifying the note to show the tracking information.  
Modified by Beth Elder on June 12, 2018

**Note 2**  
BCCU will not see information in this field.  
Created by Beth Elder on June 12, 2018

**Note 3**  
Notes are subject to Public Disclosure. Be careful what gets added to the Notes fields.  
Created by Beth Elder on June 12, 2018

Note 1

Testing the Notes Feature - Note 1  
Modifying the note to show the tracking information.

87 of 1000 characters used.

Delete Save Cancel

Go

Welcome, dshs\elderem  
Account: 11003687  
Name: APS BELLINGHAM

Background Check Notes

Add Note

**Note 1**  
Testing the Notes Feature - Note 1 Modifying the note to show the tracking information.  
Modified by Beth Elder on June 12, 2018

**Note 2**  
BCCU will not see information in this field.  
Created by Beth Elder on June 12, 2018

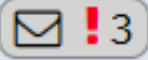
**Note 3**  
Notes are subject to Public Disclosure. Be careful what gets added to the Notes fields.  
Created by Beth Elder on June 12, 2018

Puka  
Felinus  
10/15/1999

4857031  
Finished  
Adult Protective Services

# Notifications


- When results change, BCS indicates these changes with a red !
- Click on the small envelope icon to open Entity Messages screen
- Click on the Link in the Subject Column to open additional text regarding an inquiry.



Welcome, dshs\elderem

Account: 11003687

Name: APS BELLINGHAM

Entity Messages		
<input type="text"/> 		
Subject	Sent	Attachments
<a href="#">BCS Background Check Complete</a>	06/12/2018 10:31 AM	No
<a href="#">BCS Background Check Complete</a>	06/12/2018 10:32 AM	No
<a href="#">BCS Background Check Complete</a>	06/12/2018 10:32 AM	No

<b>Subject</b> <b>Body</b>	BCS Background Check Complete Background check completed for Inquiry ID 4857031.
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# Applicant Process

(Potential APS Employee)



# The Applicant:

Can access and complete an **online background check authorization form (BAF)** from their own computer, tablet, or smart phone.

## Complete Applicant Form - Instructions

Welcome to the DSHS Background Check Central Unit (BCCU) Online Applicant Form!

Please use this form to enter your personal information to initiate a background check for employment, licensing and contracting purposes. The Online Applicant Form is easy to use and can expedite background check processing.

### What you need to know:

- You are entering your personal information onto a secure site maintained and monitored by DSHS.
- You cannot save an incomplete form and return at a later time. Please allow yourself at least 15 minutes to complete the Online Applicant Form. After 30 minutes of inactivity, your session will timeout and all information will be lost. You will have to start over if the system times out.
- If you have criminal history, you should refer to your charging or court papers to assist you in answering questions that require crime dates and official crime names when applicable.
- Help features are included throughout the form providing instructions and/or examples.
- Once your Online Application Form is successfully saved, you will:
  - Receive a confirmation number
  - Have the ability to print and/or save the document containing your information
  - Have an opportunity to quickly email your name and confirmation number to the person or entity requesting the background check.
- Your complete Online Applicant Form will be saved and kept confidential for 90 days from the date you provided your personal information. On the 91st day, your information will be deleted and no longer available for an entity to retrieve and submit.
- To find out the status of your background check result, please contact the person or entity you submitted your information to.
- Please contact BCCU if you need assistance completing the Online Applicant Form Monday through Friday 8:00 AM to 4:30 PM:
  - Phone: 360-902-0299
  - Email: [bccuinquiry@dshs.wa.gov](mailto:bccuinquiry@dshs.wa.gov)

**Start Filling in the Form**



## Additional Applicant Information

Daytime telephone number where you can be reached *Required*

(999) 999-9999 OR (999) 999-9999 X9999

Email address

Social security number (SSN)

999-99-9999

Do you have a valid driver's license?

☐ Yes ☐ No

Next

Phone Number is a Required Field

## Address Information

Have you lived in any state or country other than Washington State within the last three years (36 months)? *Required*

☐ Yes ☐ No



### Review

BCCU may send background check results and/or confidential information to the mailing address provided.

Mailing address (where we can send you confidential information)

Address Line 1 *Required*

Address Line 2

City *Required* State *Required*

WA

Zip Code *Required*

99999 OR 99999-9999

Is the street address where you live now the same as the mailing address you listed above? *Required*

☐ Yes ☐ No

Next


Mailing Address is a Required Field

- BCCU will mail the applicant a copy of final Review Required and Disqualifying result letters

## Name and Date of Birth Information

Print your name as it is listed on your driver's license or other photo ID.

**First**  *Required*

**Middle** 

**Last**  *Required*

**Date of Birth (MM/DD/YYYY)**  *Required*

**Have you used any other first, middle, or last names?** *Required*  
Include nicknames, maiden names, and any other names you have used.

☒ Yes ☐ No

**First** 

**Middle** 

**Last** 

+ New Alias

Next

If the applicant says “yes” to having other names, additional fields open allowing the applicant to type in additional first, middle, or last names.

**Self-Disclosure - Conviction Information ?**

Have you ever been convicted of any crime? (11a) *Required*

☒ Yes ☐ No

Occurred in Washington State? ? *Required*

☒ Yes ☐ No

Select a crime convicted of from the list or select **CRIME NOT IN LIST** to enter a different crime. ? *Required*

Other Crime Information ? *Required*

Conviction Date ? *Required*

MM/DD/YYYY

Description ?

[+ New Convicted Crime ?](#)

[Next](#)

**Self-Disclosure - Pending Charge Information ?**

Do you have charges (pending) against you for any crime? (11b) *Required*

☒ Yes ☐ No

Occurred in Washington State? ? *Required*

☐ Yes ☒ No

State *Required*

Select a pending charge from the list or select **CRIME NOT IN LIST** to enter a different crime. ? *Required*

Other Crime Information ? *Required*

Description ? *Required*

[+ New Pending Charge ?](#)

[Next](#)

Help Tools are built in throughout the form to assist the applicant when providing their personal information.

Self-Disclosure - Conviction Information ?



Self-Disclosure - Pending Charge Information ?



Clicking on the small “?”

Opens a new window with Helpful Information

**IMPORTANT INFORMATION ABOUT ANSWERING SELF-DISCLOSURE QUESTIONS:** Your answers to self-disclosure questions become part of your background check history and are stored in the DSHS database. Self-disclosures are reported as part of your background check result like any other background check history we receive. It is important that your answers to self-disclosure questions are accurate and consistent. It is strongly recommended that you answer self-disclosure questions the same way each time you complete the Online Applicant Form. Please note, submitting a new answer to a self-disclosure will not correct or change a previous self-disclosure. If you believe you have previously answered a self-disclosure incorrectly, please see our website on how to correct previous self-disclosures - <https://www.dshs.wa.gov/fsa-applicant-resources>. It is also recommended that you refer to charging papers, court records, or other official documents and that you list criminal convictions, pending charges, dates and other information exactly as they are listed in those documents.

OK

☐ **I am the person named above. If I do not tell the whole truth on this form, I understand I can be charged with perjury and I may not be allowed to work with vulnerable adults, juveniles or children. I understand and agree my electronic signature below means:** *Required*

- I give DSHS permission to check my background with any governmental entity and law enforcement agency.
- My background check result may include prior self-disclosure information and fingerprint results that are contained in the DSHS Background Check System and that this information will be reported as allowed by federal or state law.
- If a final finding is identified, DSHS will report only my name and that a final finding was identified on the background check result.
- DSHS will give my background check result to the persons or entities requesting my background check and those persons or entities may release my background check results to other persons or entities when the law authorizes or requires DSHS to do so. Fingerprint rap sheets are provided if allowed by federal or state law.

**Proceed to Electronic Signature**

Applicant is asked to indicate they are the person named above, and have provided complete and truthful information.

Once the applicant checks the box indicating they have provided complete information they proceed to the Electronic Signature process.

## Electronic Signature

By selecting the "I Agree" checkbox, you are signing this Application electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Form.

Click to agree and enter your name in the box provided to complete your signature.

☐

I Agree

*Required*

Your Name

*Required*

Go Back

Once the applicant checks the "I Agree"  
box and typed in their name, they'll  
click here to complete the process.

Save & Print





## Background Check Authorization Form

Thank You. Your background check information has been saved.

Your confirmation number is **ELDER74FA2**.

If you have provided your email address when filling in the online application, you will receive an email with your confirmation number and instructions for sharing this information with the person(s) or entity(s) requesting the background check

You may also email your confirmation code to the person(s) or entity(s) who requested the background check. Please enter up to three (3) email addresses below.

Email address

Email address

[Remove This Email Address](#)

Email address

[Remove This Email Address](#)

[Add Another Email Address](#)

[Send Application via Email](#)

You may print or save a copy of your completed Background Authorization form:

- Click the "print/save" button below to open a PDF of the Background Authorization Form
- Print or save the form for your records.

[Print/Save Form](#)

Thank you for using the Online Applicant Form.

**NOTE:** Saving your information onto the Online Applicant Form alone does not initiate a background check. You must provide your information to the person(s) or entity(s) requesting the background check. At a minimum, you will need to provide them with the confirmation code you receive via email and your date of birth so they can retrieve your information from the Online Applicant Form System. They will then determine if they wish to proceed with the background check and submit your information to the Background Check Central Unit (BCCU).

The system generates a confirmation code and presents the applicant with the ability to email their confirmation code to three email addresses.

The applicant's personal information is never sent via email using this feature.

Applicant's also have the option to generate a PDF of their information. They can then save or print this document.

# The Applicant:

Can still complete a **paper BAF**, sign it, and provide it to the requesting entity.

The requesting entity conducts the data entry and submits the request to BCCU.

*This is not the recommended process because it is inefficient and is more susceptible to data entry errors.*

# Entity Process

## (APS State Employees)

# Prior to accessing the system

- Each entity must identify a Primary Account Administrator for your account number.
  - This person should have already preregistered for BCS.
- This individual will help you to get access to BCS when it goes live on June 26.

## Welcome



## Background Check System

As the Department of Social and Health Services, a single mission ties us together: *to transform lives*.

The Background Check Central Unit (BCCU) contributes to this mission by **partnering with you to apply** transformative employment practices through strategic policies, creative business methods, and innovative technologies **to process over 330,000 background checks annually**.

The new online Background Check System (BCS) is for authorized entities, such as Department programs and authorized service providers, to complete background checks for those who serve vulnerable adults, juveniles, and children.

Thank you for supporting our mission to transform the lives of our state's most vulnerable.

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By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of the authorized site or Department of Social and Health Services personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties.

Unauthorized access is prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986".

Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may be subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213, 7213A (the Taxpayer Browsing Protection Act), and 7431.

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Okay

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- BCS is a restricted information system maintained by the Washington State Department of Social and Health Services (DSHS).
- BCS contains confidential and restricted information that I will protect as required by federal and state law.
- I will comply with applicable DSHS confidentiality and security policies.
- Unauthorized use of BCS or any records accessed through BCS is prohibited and may be subject to criminal and/or civil penalties or may result in formal disciplinary action by DSHS, including termination of my employment or contract.
- If I have potential access to national (fingerprint) criminal history records, I have completed Criminal Justice Information System (CJIS) Security Awareness Training.
- The use of criminal history record information obtained through a national (fingerprint) check must comply with the CJIS Security Policy.
- Dissemination or use of national criminal history records for any other purpose is a violation of federal law.
- System usage may be monitored, recorded, and is subject to audit.
- If I have any questions regarding federal, state, or DSHS requirements around system usage, or require access to applicable confidentiality and security policies, I will contact my direct supervisor or program contact.
- Use of this system indicates consent to monitoring and recording of my system usage and indicates I understand and agree to comply with the above terms.

**I Agree**

**Go Back**

# Select Your Account

## Select an Entity

You can work with background checks for multiple entities. Please select the entity you wish to work with.

**Select entity**

11000077: HCS REG 2 NORTH, State Employee, BELLINGHAM

11000081: HCS HEADQUARTERS, State Employee, LACEY

11000077: HCS REG 2 NORTH, State Employee, BELLINGHAM

11000075: HCS REGION 1, State Employee, SPOKANE

11000076: HCS REGION 2, State Employee, YAKIMA

11000078: HCS REGION 4, State Employee, SEATTLE

11000079: HCS REGION 5, State Employee, TACOMA

11000080: HCS REGION 6, State Employee, TUMWATER

40010275: Healing Garden LLC, Adult Family Home, Lakewood

98000284: Health People, Private Home Care Agency, Bellevue

40004190: HEALTH TECH INC, Adult Family Home, SELAH

# Entity Home page

Users with access to more than one account  
click here to switch between accounts

**Background Check System**

Search Reports Admin Tools

Welcome, dshs\elderem  
Account: 11000077  
Name: HCS REG 2 NORTH

11000077 HCS REG 2 NORTH Home Page

**Review and Submit a New Background Check**

**Enter the Online Form Confirmation Code** *Required*

Enter 10 character code

**Applicant Date of Birth** *Required*

MM/DD/YYYY

Retrieve Applicant Information

- or -

[Manually enter New Applicant Information](#)

**Search Applications**

**First Name**

Applicant First Name

**Last Name**

Applicant Last Name

**Inquiry ID**

Inquiry Id

☐ Not Submitted ☐ In Progress ☐ Archived  
☒ **Finished** ☒ **Needs Action** ☐ Expired

**Date Created From**  **Date Created To**

Search Reset

No background check applications found...

The first time someone logs into their account there will be no Inquiries displayed because nothing has been saved to BCS.

Search results default to showing those inquiries in a “Finished” and “Needs Action” status.



# Submitting a New Request

## Review and Submit a New Background Check

### Enter the Online Form Confirmation Code

*Required*

STEDM2930D

### Applicant Date of Birth

*Required*

04/23/1999

**Retrieve Applicant Information**

- or -

[Manually enter New Applicant Information](#)

## Online Authorization Form:

- Applicant provides the requesting entity with their Confirmation Code and Date of Birth
  - *This process will vary by office*
- Requesting Entity Employee enters information in the fields provided and clicks Retrieve Applicant Information

## Paper Authorization Form:

- Applicant Provides their signed Paper Authorization Form to the requesting entity
- Requesting Entity Employee clicks on the link to Manually Enter Applicant Information and Conducts the data entry.



## Name and Date of Birth Information

Enter the applicant's name and date of birth.

**First** CHESTER  
**Middle** BUGCHI  
**Last** STEDMAN  
**Date of Birth (MM/DD/YYYY)** 4/18/2010  
 Did the applicant list any Alias Names? No

## Additional Applicant Information

**Daytime telephone number where the applicant can be reached** (352) 352-3526

Does the applicant have a valid driver's license? No

## Address Information

Has the applicant lived in any state or country other than Washington State within the last three years (36 months)? No

### Mailing Address (usable for confidential information) ?

<b>Address Line 1</b>	1 ADDRESS		
<b>City</b>	CITY	<b>State</b>	WA
<b>Zip Code</b>	78945		

Is the applicant's listed street address where they live now the same as the mailing address above? Yes

## Self-Disclosure – Conviction Information ?

Did the applicant disclose crime convictions? (11a) No

## Self-Disclosure – Pending Charge Information ?

Did the applicant disclose any pending charges? (11b) No

## Self-Disclosure Questions ?

Has a court or state agency ever issued the applicant an order or other final notification stating that the applicant has sexually abused, physically abused, neglected, abandoned, or exploited a child, juvenile, or vulnerable adult? (12) No

Has a government agency ever denied, terminated, or revoked the applicant's contract or license for failing to care for children, juveniles, or vulnerable adults; or has the applicant ever given up their contract or license because a government agency was taking action against the applicant for failing to care for children, juveniles, or vulnerable adults? (13) No

Has a court ever entered any of the following against the applicant for abuse, sexual abuse, neglect, abandonment, domestic violence, exploitation, or financial exploitation of a vulnerable adult, juvenile or child? (14) No

- Permanent vulnerable adult protection order / restraining order, either active or expired, under RCW 74.34.
- Sexual assault protection order under RCW 7.90.
- Permanent civil anti-harassment protection order, either active or expired, under RCW 10.14.



### Entity Information

Entity Requesting Background Check:  
**HCS REG 2 NORTH**

**Aging & Long-Term Support Administration > Home & Community Services > State Employee**

Entity Account Number: 11000077  
License: -20010912

### Applicant Type

Type of Background Check

Name and Date of Birth

### Application Information

Applicant Name  
Applicant DOB  
Applicant Phone

CHESTER STEDMAN  
4/18/2010  
(352) 352-3526

### Applicant Type

- Permanent Appointment
- Non-Permanent Appointment
- Work Study
- Student Internship
- Volunteer
- Acting

# Retrieving/Viewing Results

## Background Check System

Search
 Reports ▼
 Admin Tools ▼

1 Welcome, dshs\elderem  
Account: 11000077  
Name: HCS REG 2 NORTH

11000077 HCS REG 2 NORTH Home Page

### Review and Submit a New Background Check

**Enter the Online Form Confirmation Code** *Required*

**Applicant Date of Birth** *Required*

[Retrieve Applicant Information](#)

- or -

[Manually enter New Applicant Information](#)

### Search Applications

**First Name**

**Last Name**

**Inquiry ID**

☐ Not Submitted
 ☐ In Progress
 ☐ Archived
 ☒ Finished
 ☒ Needs Action
 ☐ Expired

**Date Created From**  

**Date Created To**

[Search](#)
[Reset](#)

^Last Name	↕First Name	↕Inquiry ID	↕Status	↕Date Created	↕Check Type	User Name
<a href="#">STEDMAN</a>	CHESTER	4857036	Finished	06/12/2018	NDOB	Beth Elder

1 result

Click on the last name to view Background Check Summary

# Background Check Summary

## Entity Information

Entity Requesting Background Check:

**HCS REG 2 NORTH**

**Aging & Long-Term Support Administration > Home & Community Services >**

Entity Account Number: 11000077

License: -20010912

## Application Information

**Applicant Name** CHESTER STEDMAN  
**Applicant DOB** 4/18/2010  
**Applicant Phone** (352) 352-3526

## Background Check Information

**Inquiry ID** 4857036  
**Status** Finished  
**Applicant Type** Work Study  
**Applicant Details:**

[Review Application Form](#)

**Background Check Type** Name and Date of Birth

## Results

NDOB

[No Record](#)

## Background Check Notes

[Add Note](#)

### Note 1

Testing the Notes feature - Notes can be modified!

Modified by Beth Elder on June 12, 2018

### Note 2

Notes are subject to Public Disclosure. Be careful about the information entered here.

Created by Beth Elder on June 12, 2018

### Note 3

BCCU Staff won't see information in this note when they process the Background Check!

Created by Beth Elder on June 12, 2018

Link to Final Result letter

# Result letter PDF

- Any sources used to determine the final result will be attached on pages 2, 3, etc...



## Notification of Background Check Result

**Completed On:** Tuesday, June 12, 2018  
**Applicant:** Buddy Doxie Canine  
**Date of Birth:** 5/15/1989  
**Inquiry ID/OCA:** 4857032  
**Entity Account #:** 11003687  
**Requesting Entity:** APS BELLINGHAM  
**DSHS Oversight Program:** ALTSA, Home & Community Services  
**Background Check Type:** Washington State Name & Date of Birth Background Check

### Background Check Result

#### No Record

As of the date of the background data search, the applicant has:

#### No background information reported.

This means none of the background check data sources reported criminal or negative action records that disqualify the applicant from having unsupervised access to children or vulnerable adults and there are no background check records for you to review.

It is the requester's responsibility to provide the applicant with a copy of this background check result within 10 days of receipt. If the applicant wishes to dispute or clarify the information reported on this background check result, the applicant may contact the Background Check Central Unit for additional information.

**About This Background Check:** The Background Check Central Unit (BCCU) performed a search of multiple background check data sources. Unless prohibited by law, the criminal history or negative action records reported by a data source are attached. BCCU collects and reports background check information and does not decide which background information is disqualifying and does not determine the character, competence, and suitability of the applicant. It is the requester's responsibility to make the decision to hire, contract, or authorize the applicant based on the requirements of the DSHS oversight program. Instructions for correcting background check records can be obtained on the BCCU website at [www.dshs.wa.gov/bccu](http://www.dshs.wa.gov/bccu). You can contact BCCU at 360-902-0299 or e-mail [bccuinquiry@dshs.wa.gov](mailto:bccuinquiry@dshs.wa.gov).

**Confidentiality Notice:** For authorized personnel only. Intended for use by the requester ONLY. If received in error, do not copy, disclose, or distribute the information and contact the BCCU immediately at the contact number above. This notice and any attachments are protected under State and Federal law.

# Notes Functionality

\*APS Has mentioned in the past that they won't have their staff use this feature. That is an internal decision and will need to be covered in internal trainings.

**Background Check Notes**

Add Note

**Note 1**  
Testing the Notes Feature - Note 1 Modifying the note to show the tracking information.  
Modified by Beth Elder on June 12, 2018

**Note 2**  
BCCU will not see information in this field.  
Created by Beth Elder on June 12, 2018

**Note 3**  
Notes are subject to Public Disclosure. Be careful what gets added to the Notes fields.  
Created by Beth Elder on June 12, 2018

Note 1

Testing the Notes Feature - Note 1  
Modifying the note to show the tracking information.

87 of 1000 characters used.

Delete Save Cancel

Go

Welcome, dshs\elderem  
Account: 11003687  
Name: APS BELLINGHAM

Background Check Notes

Note 1  
Testing the Notes Feature - Note 1 Modifying the note to show the tracking information.  
Modified by Beth Elder on June 12, 2018

Note 2  
BCCU will not see information in this field.  
Created by Beth Elder on June 12, 2018

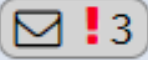
Note 3  
Notes are subject to Public Disclosure. Be careful what gets added to the Notes fields.  
Created by Beth Elder on June 12, 2018

Puka  
Felinus  
10/15/1999

4857031  
Finished  
Adult Protective Services

# Notifications


- When results change, BCS indicates these changes with a red !
- Click on the small envelope icon to open Entity Messages screen
- Click on the Link in the Subject Column to open additional text regarding an inquiry.



Welcome, dshs\elderem

Account: 11003687

Name: APS BELLINGHAM

Entity Messages		
<input type="text"/> 		
Subject	Sent	Attachments
<a href="#">BCS Background Check Complete</a>	06/12/2018 10:31 AM	No
<a href="#">BCS Background Check Complete</a>	06/12/2018 10:32 AM	No
<a href="#">BCS Background Check Complete</a>	06/12/2018 10:32 AM	No

<b>Subject</b> <b>Body</b>	BCS Background Check Complete Background check completed for Inquiry ID 4857031.
-------------------------------	---



# Search Functionality

- Search Functionality only looks for inquiries saved or submitted in BCS.
- No Historic information is included in the search.

## Background Check System

[Home](#) [Search](#) [Reports](#) [Admin Tools](#)

11000077 HCS REG 2 NORTH Home Page

### Review and Submit a New Background Check

#### Enter the Online Form Confirmation Code

*Required*

Enter 10 character code

#### Applicant Date of Birth

*Required*

MM/DD/YYYY

[Retrieve Applicant Information](#)

- or -

[Manually enter New Applicant Information](#)

### Search Applications

#### First Name

Applicant First Name

#### Last Name

Applicant Last Name

#### Inquiry ID

Inquiry Id

☐

Not  
Submitted

☐

In  
Progress

☐

Archived

☒

Finished

☒

Needs  
Action

☐

Expired

#### Date Created From

MM/DD/YYYY

#### Date Created To

MM/DD/YYYY

[Search](#)

[Reset](#)

^Last Name	↕First Name	↕Inquiry ID	↕Status	↕Date Created	↕Check Type	User Name
<a href="#">STEDMAN</a>	CHESTER	4857036	Finished	06/12/2018	NDOB	Beth Elder

1 result

System defaults to show those inquiries in a "Finished" and "Needs Action" status type.

# Each column of the grid is sortable

▲Last Name	◆First Name	◆Inquiry ID	◆Status	◆Date Created	◆Check Type	User Name
<a href="#">Elder</a>	Beth	4817054	Pending	05/25/2018	FP	Beth Elder
<a href="#">FLOOF</a>	FANCY	4817077	Finished	05/25/2018	NDOB	Beth Elder
<a href="#">FLOOF</a>	FANNY	4817078	Withdrawn	05/26/2018	FP	Beth Elder
<a href="#">HOLOHOLONA</a>	PELE	4816965	Finished	05/23/2018	FP	Beth Elder
<a href="#">JACOBSEN</a>	MARY	4816996	Pending	05/23/2018	FP	Beth Elder
<a href="#">NANI</a>	KA PUA	4816986	Pending Fingerprints	05/23/2018	FP	Beth Elder
<a href="#">UMNDENI</a>	IKHAYA	4817028	Pending	05/25/2018	FP	Beth Elder
7 results						



# Other Search Functionality

- The search functionality searches only for those inquiries that have been saved and or submitted through BCS.
- Search functions do not return historic inquiries processed prior to BCS (June 22, 2018)
- Searching only searches inquiries saved/submitted under the account you are logged in under
- Searching does not search across entities/accounts



# Go-Live

## Tuesday, June 26, 2018

# Blackout Period

## June 21 through June 25

There will be no background check system to  
run background checks

# User Roles

BCS users may have **different** roles assigned to them for each entity they have access to.

Each User is required to have **their own unique individual account** when accessing BCS..

An office will not be allowed to have a central account that all users user to access BCS.

# Primary Account Administrator (PAA)

- The **PAA** identified for each account number **WILL ASSIGN ACCESS TO OTHER USERS AT THE TIME OF GO-LIVE**
- PAAs will be invited to register their accounts on or just before, June 26
  - An email will be sent to each registered PAA with instructions for activating their profile
  - Instructions will follow for adding other BCS users

## **PAAAs can do the following:**

- **Provide access for other entity users** (this is important to rollout because PAAAs will grant access to BCS for other users with the same account number(s) who will complete background checks).
- Assign user roles
- Remove access for other users
- Monitor users
- Submit Background Checks to BCCU
- View submitted inquiries
- Receive results from BCCU
- View received results



# Other BCS User Roles

All BCS roles are limited to seeing **only** the information/data associated with the accounts they have been granted access to. If a user has access to one account, you will only see the information associated with that account. Users can be assigned access to multiple accounts but you will only see information for one account at a time.

## Oversight Program Roles

Oversight Users are required to be a DSHS employee, meaning they have an assigned dshs.wa.gov email address

- **Oversight Administrator User**

- Manage Entity and Oversight Users
- Monitor users (Oversight level or lower)
- Search/View Results
- Pull Administration/Division/Oversight/Program level reports

- **Oversight Reviewer User**

- Search/View Results
- Pull Administration/Division/Oversight/Program level reports

# Other BCS User Roles, Cont'd

All accounts must have an identified and assigned Primary Account Administrator (PAA) before an Entity User or Submitter can be granted access to submit background check requests for that account.

## Entity Account Roles:

### ▪ Account Administrator (Primary AA)

- Submit checks to BCCU
- Receive results from BCCU
- View submitted inquiries
- View received results including FBI Rap Sheets (if allowed)
- Provide access for other users (Account Administrator (AA)\* level or lower)
- Assign user roles
- Remove access for other users (AA level or lower)
- Monitor users
- Pull Entity/Account level reports

### ▪ Entity User

- Submit checks to BCCU
- Receive results from BCCU
- View submitted inquiries
- View received results including FBI Rap Sheets (if allowed)

### ▪ Entity Submitter

- Submit checks to BCCU
- View submitted inquiries

# Actions

## Plan Ahead

- Identify **now** any Renewal or New Hire background checks needed in the second half of June and the first half of July
  - Get them submitted, or hold off until June 26
- Join the BCCU listserv to get updated information on the rollout, training, and other system news:
  - <https://www.dshs.wa.gov/fsa/background-check-central-unit/bccu-listserv>

## Plan Ahead, Cont'd

- Visit the System Website Frequently for rollout updates and system news
  - [www.dshs.wa.gov/bcs](http://www.dshs.wa.gov/bcs)
- Training Materials have been posted!
- Identify all dshs.wa.gov BCS users and their roles and send a list to Beth Elder

# **Beth Elder**

BCS Project Implementation Lead, TSD

BCS Website:

[www.dshs.wa.gov/BCS](http://www.dshs.wa.gov/BCS)

BCS Email:

[BCSProjectInformation@dshs.wa.gov](mailto:BCSProjectInformation@dshs.wa.gov)

***Thank you!***

*And many thanks for your continued patience and understanding throughout system roll out as we all experience the bumps and challenges that go with implementing a new system.*